

**County of San Diego, Health and Human Services Agency (HHSA)**  
**CalFresh Program Guide**

**Semi-Annual Reporting (SAR)**

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**Background:**

Assembly Bill (AB) 6 (Chapter 501, Statutes of 2011) establishes a semi-annual reporting (SAR) prospective budgeting system for the CalFresh and CalWORKs programs which replaces the Quarterly Reporting/Prospective Budgeting (QR/PB) system.

**Policy:**

**63-271.1 The SAR System:**

General SAR rules:

- Eligibility and benefit amounts are determined using prospective budgeting and reasonably anticipated income and expenses over the length of the certification period. Eligibility and benefit amounts will be redetermined:
  - When the household submits the Semi-Annual Report (SAR 7).
  - At recertification. Refer to 63-273.
  - Mid-period when the household voluntarily reports a change that results in increased benefits;
  - Mid-period when the household reports a change that is considered Verified Upon Receipt (VUR). Refer to 63-282.1-3 and 63-284.1.
  - When work hours drop below 20 hours a week/80 hours a month, averaged monthly. Refer to 63-283.

Benefits will not change for the certification period except under these specified circumstances. Refer to 63-284.4.

Refer to 63-115.2(B)(12) and 63-115.3 for information regarding the requirement to inform households of SAR rules.

**63-271.2 Households subject to SAR 7:**

Recipients must submit a SAR 7 depending on their households' composition and their income type as follows:

- Households with 12-month certification periods will submit a SAR 7 at 6 months, including:
  - Regular;
  - Homeless;
  - Migrant/Seasonal Farmworker.
- Households with 24-month certification periods will submit a SAR 7 at 12 months, including:
  - Elderly or Disabled (all adult members) with NO earned income;
  - Residing on an Indian Reservation with NO earned income.
- Households with 24-month certification periods will submit a SAR7 at 6, 12, and 18 months including:
  - Elderly or Disabled (all adult members) with earned income;
  - Residing on an Indian Reservation with earned income.

**63.271.3 Reporting Responsibilities of SAR Households:**

**Mandatory Mid-Period Reporting Requirements:**

Recipients are mandated to report the following changes mid-period within 10 calendar days of the date the change becomes known to the household:

- The household's gross monthly income goes over the CalFresh IRT (Refer to 63-283.3); and
- Work hours for able-bodied adults without dependents (ABAWD) drop below 20 hours a week/80 hours a month, averaged monthly.

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Refer to 63-283, Mandatory Mid-Period Reports.

**SAR 7 Reporting Requirements**

Households are required to report the following information on the SAR 7:

- Household composition changes;
- Changes of address and shelter costs;
- Medical costs, child support paid and dependent or child care costs;
- Changes of property (resources);
- Earned income received in the report month;
- Unearned income received in the report month;
- Anticipated income changes for the remaining of the certification period.

**63-271.4 Verification Responsibilities:**

Verifications may be requested for any item that has changed or for any item that is questionable. Households will provide verification of the following information when that information is reported on the SAR 7:

**A. Income and Business Expenses**

- Gross non-excluded earned income each month;
- Non-excluded unearned income;
- The source of excluded income when it is first reported and when there is a change; and
- The actual cost of doing business expenses, if self-employed. (Refer to 63-241 for treatment of self-employment income.)

**B. Dependent Care Costs**

Verify when there is a change in the source or amount and when there is questionable information (e.g., it is inaccurate, incomplete, outdated or inconsistent with reported changes). If the amount and the name of the provider is the same as what was provided at the previous certification, no verification is required unless it is determined that the information is now questionable.

Refer to 63-233.

**C. Medical Expenses**

If the household includes an elderly or disabled member and voluntarily reports a change in medical expenses, verify the change before acting on it, if the change increases the household's allotment.

In the case of a reported change that would decrease the household's allotment, or makes the household ineligible, act on the change without requiring verification. If the household's allotment decreases, verification will be obtained prior to the household's next recertification.

Refer to 63-232 and 63-253.3-9

**D. Social Security Number**

Verify SSN when a member is added to a non-assistance CalFresh household.

Refer to 63-161.

**E. Child Support**

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Verify changes in the legal obligation to pay child support and/or an increase in the amount of the child support payments.

Refer to 63-224.15.

**Note:** For all required verifications, offer assistance to the household in obtaining them and narrate in case comments that this assistance was offered and how (e.g., in person, by phone or in writing).

**Action on Reported Changes:**

Generally in SAR, benefits do not change during the certification period. However, act on changes that:

- Are required to be reported on the SAR 7; or
- Are considered verified upon receipt (VUR) even if the change results in a mid-period decrease in CalFresh benefits (63-284.3); or
- Result in a mid-period increase in CalFresh benefits due to a change in either household composition or a decrease in income that is verified; or
- Result in a decrease/discontinuance based on mandatory mid-period reports; or
- Result in a decrease/discontinuance based on County-Initiated actions; or
- Require the discontinuance of benefits due to household request.

Action is required upon reported changes to determine continuing eligibility, and benefit amount, when processing the SAR 7 and at recertification, whichever is earlier. This applies to changes which are not required to be reported mid-period or not considered VUR.

Refer to 63-281.4.

**Public Assistance CalFresh (PACF) Household Overissuance**

If a PACF household fails to report income over the CalWORKs IRT, an overpayment is established. If the unreported income is under the CalFresh IRT, an overissuance is not calculated for the failure to report as this is not a mandatory CalFresh report.

**Other Program Impacts:**

Refer to CalWORKs Program 44-270

**Procedure:**

Refer to Processing Guide 271-01: Procedures for Determining and Notifying Households of Their IRT (S:\ENTERPRISE\Food Stamp State Forms\SPOS Folder\Guides Charts & Tables\Processing Guides)

**References:**

ACL 15-90, 15-42, 13-57, 13-26,13-17, 13-08,12-59, 12-25, 12-25E,  
ACIN I-58-12

**Sunset Date:**

This policy will be reviewed for continuance by 06/03/ 2019

**Release Date:**

06/03/2016